

Nutfield Church (C of E) Primary School

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Headteacher: Miss Imogen Woods – BEd Hons (Oxon)
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**NOTES OF THE HEALTH AND SAFETY COMMITTEE MEETING TO MONITOR HEALTH, SAFETY AND
PREMISES MANAGEMENT AT NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL
HELD ON TUESDAY 20th MARCH 2025**

PRESENT:

Sam Nicholls (SN - Health and Safety Governor)
Imogen Woods (IW - Headteacher)
John Corlett (JC – School Business Manager and H&S Co-ordinator)

APOLOGIES FOR ABSENCE:

Fred Kolndreu (FK - Premises Manager)

1. OPENING PRAYER / VISION AND VALUES

IW opened the meeting with a prayer and read through the school's vision and values.

2. ARE MINUTES FROM THE PREVIOUS MEETING AN ACCURATE RECORD?

Notes of the previous meeting from November 2024 were reviewed and agreed as being an accurate record of the meeting.

ACTION: Concern raised about the prospect of using parents to re-roof the PE Shed. JC Requested to obtain quotes.

3. SAFEGUARDING UPDATE

There were no safeguarding issues reported that were related to health and safety and no OSHENS reports logged with SCC in the period since the last H&S Meeting.

4. HAVE ALL STATUTORY BUILDING CHECKS BEEN MADE OR BEEN SCHEDULED?

All statutory building checks have been made. A number of inspections/services took place in the intervening period between meetings

- Bi-annual maintenance and monitoring of the intruder alarm system;
- Bi-annual service for the fire alarm system;
- Environmental Health Inspection of the Kitchens
- A Major service of the School boiler & Water Heater
- Both Asbestos and Legionella inspections are not due until the following year
- The 5 year fixed electrical assessment has been carried out on both the school and the bungalow. The school has been given an unsatisfactory rating due to there being issues with the connections of live conductors not being properly enclosed. JTD Electrical are investigating a solution.
- FK continues to carry out PAT testing on a rolling basis.
- The annual (and statutory) Energy Display Certificate has not been completed by Surrey Buyback despite constant chasing.

5. HAS APPROPRIATE CPD TRAINING BEEN UNDERTAKEN THIS TERM?

All CPD is up to date and there are no outstanding items save for those relating to staff on long term sick leave.

6. HAS THE PREMISES BEEN INSPECTED THIS TERM BY THE PREMISES MANAGER AND SCHOOL BUSINESS MANAGER?

JC and FK carried out the termly premises inspection

There was agreement that FK had achieved a great deal more than expected in the February half term. A substantial list of works was developing for both Easter (FK is in for 1 week) and the Summer break.

A short review of required works was undertaken. Many of the "On Hold" items will continue to hold pending further discussion. These items predominantly relate to furniture, fixtures & fittings and flooring and major external works.

ACTION: JC to create a major works listing with an approximation of cost so that the HT & Governors can prioritise.

Concern raised that there are 3 door frames into the school hall that have rotten away and will need to be replaced.

Many of the outstanding items listed as "Not Started" are cosmetic in nature and can only be completed during times of School closure. JC FK will schedule these in accordingly.

7. ARE POLICIES SUITABLE AND UP-TO-DATE?

JC all Health & Safety policies are up to date including the Emergency Plan.

8. ARE RISK ASSESSMENTS SUITABLE AND UP-TO-DATE?

JC all risk assessments are complete and up-to-date, will be reviewed again in March 2026. The Fire risk assessment will be reviewed in October 2026.

9. HAVE ALL 'OTHER' ASPECTS OF THE SCHOOL BEEN CONSIDERED?

The Fire Alarm issues have largely abated after the removal of the fire sensor from the drum room. RJ Fire had advised that the level of airborne particles in the room plus the fact that the area was essentially an outside space meant that false alarms were almost guaranteed. False alarms have reduced from 4 per month to 1 per month as a result.

The heat pumps have finally been removed from the car park and installed on the grassed area outside the kitchen. A tender process for the school boiler will be carried out in the run up to Easter with installation expected to take around 7-8 weeks. The timeframe for installation is between Easter and the summer break.

10. A.O.B

There are some issues with the Twelve15 kitchen equipment (A leak to the steaming oven and electrical failure of the range) The range will likely need to be replaced and there is a suspicion that the School is responsible for this particular piece of equipment rather than Twelve 15.

ACTION: JC to investigate contract

There was a discussion about the complaint from the neighbour re parking that was copied into the Chair of Governors. It was agreed that there was a limit to what the school could be expected to do in relation to parking in the village.

There was a discussion about whether there should be a separate H&S process for the farm given that it could give rise to specific animal and human welfare concerns covered by H&S.

ACTION: JC to look at developing a specific H&P process for the farm